

**SECRET**

JAN 13 1947

A-791

MEMORANDUM FOR: Assistant Director, Office of Reports and Estimates ✓  
Assistant Director, Office of Operations  
Assistant Director, Office of Collection & Dissemination  
Assistant Director, Office of Special Operations  
Chief, ICAPS  
Executive Director, CIG

SUBJECT: Staff Surveys of Activities CIG and Progress Reports.

1. The CIG has been in existence for almost a year and much has been accomplished. We have reached the stage in the process of our planned organization that we are operating as well as planning on an increasing scale. Consequently it appears desirable in the future periodically to survey carefully our organization, our accomplishments, our current projects, and our planning to be sure that we are heading in the right direction and are making the best use of our resources to accomplish our mission.

2. To provide for keeping me currently informed and to provide for assistance where needed to the operating offices, I plan to require periodic visits by the staff to the operating offices, to survey current and projected activities and report to me on the status of plans, projects, and organization and also the major problems impeding progress. The Executive Director will inaugurate and maintain these visits to the Office of Special Operations and the Chief of ICAPS to all other offices. Staff visits will be coordinated with the Assistant Director concerned and will be made in a spirit of mutual helpfulness for the improvement of our efficiency. Based upon their surveys the Executive Director and the Chief of ICAPS will render reports to me whenever necessary and at least once each quarter for each office.

3. In addition to the foregoing, it is desired that each Assistant Director make a brief written progress report to me on the first of each month covering the activities of his office for the preceding month.

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HOYT S. VANDENBERG  
Lieutenant General, USA  
Director of Central Intelligence

**SECRET**

JAN 14 1947  
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TOP SECRET

SECRET

CONFIDENTIAL

RESTRICTED

OFFICE OF RESEARCH AND EVALUATION

From	To
OFFICE OF ASSISTANT DIRECTOR	
Acting Asst. Director	
Acting Deputy Asst. Director	
EXECUTIVE STAFF	
Acting Executive	
Administrative Assistant	
Recording Desk	
PLANNING STAFF	
Acting Chief	
INTELLIGENCE STAFF	
Chief	
Deputy Chief	
Chief, Current Division	
Chief, Presentation Division	
LATIN AMERICAN BRANCH	
Acting Chief	
NORTHERN BRANCH	
Acting Chief	
WESTERN EUROPEAN BRANCH	
Acting Chief	
EASTERN EUROPE-U.S.S.R. BR.	
Acting Chief	
MIDDLE EAST-SOUTH AFRICA BR.	
Acting Chief	
FAR EAST-PACIFIC BRANCH	
Acting Chief	
REFERENCE BRANCH	
Acting Chief	

ACTION *recommen-  
report.*

RECOMMENDATION

SIGNATURE

INFORMATION

RETURN

PREPARATION  
OF REPLY

DIRECT REPLY

COMMENT

FILE

NOTE

MAIL

Remarks:

*Copies have been sent to all  
branch chiefs - Planning Staff  
for action on requested  
Monthly report*